

Regular Meeting

May 24, 2004  
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, April 26, 2004, at 12:30 p.m. with Grady Pettigrew and Mary Jo Hudson in attendance.

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RE: *Review and approval of the minutes from the April 26, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Pre-hearing Conference Reviews*

No pre-hearing conferences were scheduled this month.

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RE: *Rule Revisions*

No Rule revisions were submitted this month.

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RE: *Trial Board Recommendations*

No trial board recommendations were submitted this month.

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RE: *Columbus Public Schools Classification Actions*

No Columbus Public School classification actions were submitted this month.

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RE: *Presentation of the rationale and supporting documentation for the layoff of classified civil service employees in the Columbus Public Schools.*

PRESENT: Wayne Christie, Columbus Public Schools

The Commissioners accepted the rationale and supporting documents for the layoff of classified civil service employees in the Columbus Public Schools, which was filed with the Commission on May 18, 2004.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Lieutenant (Class Code 3063).*

PRESENT: Laura Wright, Personnel Analyst II

Laura Wright, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Police Lieutenant as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in May of 1999. There are currently 53 incumbents working in the Department of Public Safety, Division of Police.

Formatting updates were recommended in several areas of the specification in order to maintain consistency with other classification specifications with the City. No revision to the definition was recommended. Revisions to the examples of work were recommended to more accurately reflect the changes in duties for Police Lieutenant due to the organizational changes with the Division’s Internal Affairs Bureau, which affect the duties of all Police Lieutenants. No revisions to the minimum qualifications, knowledge skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE:   *Residency Hearing Reviews*

No residency hearing reviews were submitted this month.

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RE:   *Personnel Actions*

No personnel actions were submitted this month.

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RE:   *Administrative/Jurisdictional Reviews*

*Review of the appeal of Phyllis Harrington regarding the denial of her request to submit a late application for the Engineering Associate II exam – Appeal No. 04-CA-0016.*

The Commissioners reviewed the appeal Ms. Harrington filed on May 6, 2004, regarding the denial of the Request for Review she filed because she missed the application-filing period for the Engineering Associate II exam. The Commission posts examination notices at its office in the Beacon Building, on the Civil Service Commission website and the Commission also notifies City agencies of examinations and vacancies. In addition, interested applicants who submit a job class interest form to the Commission are notified by mail. Ms. Harrington did not file an application for the Engineering Associate II examination by the April 16, 2004, deadline. Based on the foregoing the Commission decided to deny Ms. Harrington’s appeal and dismiss it without a hearing.

*Review of the appeal of Mohammad H. Kanani regarding the denial of his request to be notified when the Engineering Associate II eligible list expired.*

The Commissioners reviewed the appeal Mr. Kanani filed regarding the expiration of the Engineering Associate II eligible list. Mr. Kanani’s appeal was based on his belief that the Commission should have notified him that the list was expiring so that he would have been able to apply for the next examination. Pursuant to Civil Service rule VIII(1)(1) eligible lists terminate when exhausted or replaced by a new list. Unless formal Commission action is taken, no eligible list remains in effect longer than two years from the date it is established. The Engineering Associate II list was established May 3, 2002, and expired May 2, 2004. The responsibility for keeping apprised of Commission testing rests with the applicant. Applicants can ensure that they receive notification of job openings and testing by completing and submitting a Job Class Interest form. Commission records indicate that Mr. Kanani did not have a Job Class Interest sheet on file and as a result, the Commission did not notify Mr. Kanani of the examination. Based on the foregoing, the Commissioners decided to deny Mr. Kanani’s appeal and dismiss it without a hearing.

Background Administrative Reviews		
Name of Applicant	Position Applied For	BAR #
1. Samuel J. Massie	Police Officer	04-BR-017
2. James Alexander II	Police Officer	04-BR-023
3. James Spillman	Police Officer	04-BR-024
4. Tyson M. Estes	Police Officer	04-BR-025

5. William P. Nickolson	Police Officer	04-BR-026
6. Kevin Kirkendall	Police Officer	04-BR-027
7. Aaron M. Head	Police Officer	04-BR-028
8. Daniel A. Neff	Police Officer	04-BR-030

After reviewing the files for Samual J. Massie, James Alexander II, James Spillman, Tyson M. Estes, William P. Nickolson, Kevin Kirkendall, Aaron M. Head and Daniel A. Neff, the Commissioners decided their names would not be reinstated to the police officer eligible list.

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The meeting was adjourned at 1:30 p.m.

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Priscilla R. Tyson, Commission President	June 28, 2004
	Date